

18 August 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT: Weekly Report

1. The Director of Training and Education (OTE) signed an agreement with the Federal Bureau of Investigation (FBI) that allows the Bureau and the Agency to exchange language testing services and test instruments. The agreement will save both organizations thousands of dollars in test development costs and prevent duplication of effort.

2. The OTE FY-1989 Schedule of Courses was released in both hard copy and online this week. The schedule includes over 180 courses. The online version will be updated periodically during the year.

S E C R E T

16 August 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

Chief, Language Training Division

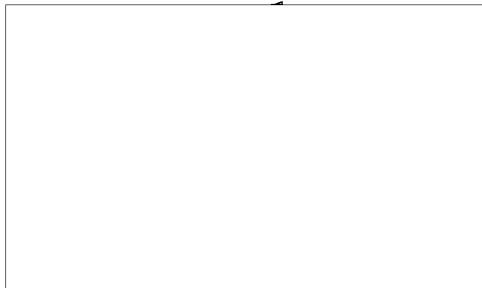
SUBJECT: Language Training Division Weekly Report

1. On 9 and 10 August 1988, 25 LTD instructors attended a Symposium on Teaching Foreign Languages to Adult Professionals, sponsored by NSA and organized by the American Council on the Teaching of Foreign Languages (ACTFL). Among the presentations were: Language Learning Strategies, Computer-adaptive Testing, Foreign Language Proficiency and the Mature Adult Learner, etc.

2. ~~The Assistant Director, Laboratory Division (FBI)~~ and The Director of Training and Education, signed an agreement that allows the Bureau and the Agency to exchange language testing services and test instruments. The agreement will save ~~these~~ organizations thousands of dollars in test development costs and prevent duplication of effort.

3. The Chief and Deputy Chief of the Language Training Division met with Assistant Deputy Director for Administration at NSA, who is Chairman of the DCI's Foreign Language Committee. The purpose of the meeting was to discuss a foreign language program for the Intelligence Community that would include: a) Russian language training to support the INF treaty; and, b) in-country total immersions in those languages for which the Community has no program, such as German, French, and Spanish.

4. There were 36 reading proficiency tests and 36 oral proficiency tests administered during the past week.



S E C R E T

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16 August 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [REDACTED]

Chief, Training Support Division

SUBJECT: Weekly Report (8-12 August)

25X1 1. [REDACTED], DO/LA, who is one of four employees selected to
 25X1 attend the National War College during AY 1988/89, was briefed by Wilma
 [REDACTED] Executive Secretary/Training Selection Board. [REDACTED]

2. Registration for the fall semester in the UVA Off-Campus Program is
 scheduled for 24 August at the Headquarters Auditorium between 10:00 a.m. and
 2:00 p.m. Individuals who cannot come to that registration have already been
 forwarding their requests to TSD/ETB. So far we have received 67 requests. [REDACTED]

4. TSD/ETB is starting a campaign to get rid of all of the unsolicited
 mail that is sent to employees who have attended courses/seminars at an
 external facility. Once an individual's name gets on one mailing list, it is
 then rented to other facilities and more and more mail is generated. In many
 cases, the mailing address consists of the employee's name and the address for
 Training Support Division. ETB would like to get out of the mail distribution
 business. [REDACTED]

5. The OTE FY-1989 Schedule of Courses was released in both hard copy and
 online this week. ~~The hard copy handout has an impressive new cover. The~~
~~online version combines both the remaining FY-1988 and full FY-1989 schedules.~~

(U) *The schedule ~~is~~ includes over 180 courses. The online version will be
 updated periodically during the year.*

6. On Thursday, 11 August, OTE/TSD [REDACTED] and
 [REDACTED] briefed DS&T Training Officers and ADP personnel on the
 current state of TEAMS. The DS&T remains concerned about getting online
 access to TEAMS throughout the Directorate. At this time different offices
 have different systems, and they are not interconnected. OD&E has been

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working on a project to interconnect all DS&T systems and provide access to VM, thereby solving this problem. Until this happens, we will continue to cope by either having TO's input forms or receiving hard copies of the Form 73 in TSD. At this time we are receiving about 70% of all requests for internal training online. [redacted]

7. During the week of 8-12 August, TSD processed 109 requests for training in 28 OTE course runnings in TEAMS. We sent online confirmation notices for 12 courses to TOs and student rosters for 15 courses to OTE course directors. [redacted]

8. TSD has rearranged internal course assignments. Under the new system, each training division will be supported by a single registrar rather than having its program handled by several different people. The assignments are as follows: [redacted]

LDD, OTD, SACTD/ATB CTD, ITD, WOTD EEO, ISTD, SACTD/CTB

9. TSD [redacted] was requested by OF Personnel to run a RAMIS query on MF careerists (GS-14 - GS-15) who have completed POCM, Looking Glass, Intelligence Issues and Challenges, and Midcareer. [redacted]

10. [redacted] met with [redacted] (MCIA course director) to review the candidates for the upcoming course. [redacted]

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Administration Division Weekly
8-12 August 1988

Miscellaneous

C/AD served as Acting EXO on 8 and 9 August.

DC/AD on annual leave.

[redacted] attended TA Conference [redacted] attended session with D/OTE.

[redacted] last day was 12 August; her new position is with the Office of Security.

Katherine gave birth to a baby boy on 8 August and will be on maternity leave until November 1988.

Liz attended course "Leadership Styles and Behavior" [redacted] week of 8-12 August.

Budget and Finance

Office of Finance's Deputy Director for Financial Systems paid a parish visit to OTE/B&F on 9 August to see and hear first-hand what and how the office is doing and for an exchange of ideas relating to budget, fiscal and administrative matters.

On 9 August, C/ and DC/B&F met with C/ATB and [redacted] the summer-only employee, to review a budget record keeping system she had designed.

C/B&F attended a preliminary budget review for LDD which was chaired by the DDC on 10 August.

Security

Met with RECD architects and Security Equipment Branch/OS rep to discuss specifications for tech equipment in proposed custom console (guard counter). RECD will get back to OTE with options/modifications to console.

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-- Continued preparation for the GS-07/08 panel and the GS-13 panel.

Check-ins:TitleOfficeGradeDate

25X1

Instructor

GS-13

08/11/88

Check-outs:TitleOfficeGradeDate

25X1

Instructor

WOTD/PSB

GS-12

07/29/88

Rotate Out

Instructor

WOTD/OB

GS-10

08/05/88

Rotate Out

Instructor

SACTD/STB

GS-10

07/29/88

Rotate Out

ForLangInstr

LTD/RLD

GS-09

08/11/88

LWOP

Grad Fellow

ISTD/IC

GSP-07

08/12/88

LWOP

Muppie

LDD/EDS

GS-06

08/12/88

LWOP

Summer-Only

DDC/PEDS

GS-03

08/09/88

Resign

Pers Asst

AD/PB

GS-08

08/12/88

Rotate Out

Logistics

25X1

Restocked supply room.

Prepared and handcarried several requisitions through for end-of-year procurement.

Showed D/OTE, EXO, and C/AD new OTE van, which will be put in service soon.

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16 August 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [REDACTED]

Chief, Leadership Development Division
Office of Training and Education

25X1 SUBJECT: LDD Weekly Report [REDACTED]

LDD TAs at OTE TA Conference

25X1 TA's from LDD -- [REDACTED] and
25X1 [REDACTED] -- attended the Third Annual OTE Training Assistant's
25X1 Conference held from 9-11 August [REDACTED] served on
25X1 the Planning Committee and [REDACTED] MTB instructor, facilitated
the Conference. The theme--Synthesis: Getting It All Together--focused
on increased self-knowledge, on greater awareness of and respect for
differences, and on applications of personality theory in office
matters. Reaction to the conference was very positive from division TA's
who thought it was useful to network, to continue to learn, and to
"recharge batteries."

PAR Workshop Program for Office of Security

25X1 On 9 August, [REDACTED] conducted the first of a series of PAR
workshops for the Office of Security. The workshop was generally well
received, obtaining an overall rating of 4.44. This was the first of
many PAR workshops OS is planning to conduct over the next twelve months
to familiarize all supervisors with a new panel system and new PAR
format. We will be working with Security Education Branch to train OS
managers to conduct their own PAR workshop in order to meet this need.
The next scheduled workshop, which MTB will conduct, is 31 August. After
that, we will transfer as much responsibility as possible to OS. We will
offer advice and guidance on their workshops and help train their
trainers.

Other Activities

25X1 --Intelligence Issues and Challenges began on 15 August with 19
participants. The Directorate mix is DA-4, DO-3, DS&T-5, DI-4. The
DDCI is scheduled to address the course on Friday, 19 August at 1500
hours. [REDACTED]

25X1
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25X1 SUBJECT: LDD Weekly Report []

25X1 --The DCI will meet with Executive Seminar participants on Friday
25X1 afternoon. The residential part of the seminar begins [] on
25X1 Sunday. []

25X1 --An excellent run of Managing in CIA was held for 31 managers 10-12
25X1 August. [] made up an
25X1 excellent team. [] former head of the IG's Special
Investigations Group was manager-in-the-classroom.

25X1 --The fourth run of the "Working with People" program, Leadership
25X1 Styles and Behavior, was held [] 8-12 August. Admin Division
Personnel Officer [] who was in the program, said it was
"super."

25X1 --Director of Training and Education [] met with over 15
25X1 DA secretaries on 9 August to follow-up the secretarial focus group
25X1 discussions [] of MTB hosted the meeting. DTE
decided to reconvene the secretarial group to discuss the issues when
the final report of [] discussions is prepared.

--Achieving Sustained High Performance and Time Management ran in the
Electives for Managers program with generally positive feedback
received from students.

25X1 []

25X1 - [] visited the Maine Hurricane Island Outward Bound
program to look at potential sties for new Outward Bound runs and to
coordinate logistical and security matters with the program.

25X1 - [] met with DA STO [] to discuss the DA's
interest in a program for grievance officers. An MTB representative
will be involved in follow-up discussion.

25X1 []

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16 August 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

Chief, Information Systems Training Division

SUBJECT: ISTD Weekly re 8/10-16/88

Four Office of Security representatives were at CofC on 26-27 July to train OTE/ISTD personnel involved in their laptop computer training program. Field training is scheduled to begin in August in the Washington, D.C. area.

15 August 1988

MEMORANDUM FOR: Deputy Director of Training and Education

25X1 FROM: [REDACTED]

Deputy Director of Training and Education for Curriculum

SUBJECT: DDC Area Events (8-19 August 1988)

Where We Are

25X1 1. On 8 August [REDACTED] reported for duty as the new DCh/LTD.

2. The Television Production Section had a varied assortment of work. It proceeded on the Domestic Travel audio/workbook project for SACTD. Changes to PC Security and the three MTB commercials were completed. Soviet Realities (Nationalities) was completed and given to ITD for review. After being turned down by P&PD, an OS staff member asked us to edit and record a one minute audio segment onto video. It took [REDACTED] over an hour to satisfy this seemingly simple request, because the requester did not clearly explain his problem.

25X1 3. [REDACTED] returned from the Sigraph Conference in Atlanta, Georgia. She attended several very worthwhile and interesting seminars, as well as the exposition.

4. Two brochures are in the works, one on the CT program for CTD for unclassified distribution, and one on travel safety tips.

25X1 5. The Graphic Section held a farewell luncheon for [REDACTED] who is now on a year's LWOP.

6. The Audio Visual Section taped two SRI presentations at HQs.

7. DDC spent 8-9 August at West Point to discuss the generation and nurture of traditions.

25X1
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